Karen Frances Olivas

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OBJECTIVE

To obtain a challenging position as an Administrative Assistant or Computer Technician.

PROFILE

Experience in the compilation and preparation of complex documents
Use and administration of UNIX, Macintosh, and DOS and Windows-based machines
Design documents containing elaborate graphics
Comprehensive knowledge of internet tools
Creation and maintenance of web sites
Detail oriented
Adapts quickly to new processes and software packages
Has the ability to fully comprehend the overall process

EXPERIENCE

August 1984 to Present

Los Alamos National Laboratory
Los Alamos, New Mexico 87545
Computer and Data Technician/Executive Secretary/Administrative Assistant

Provide computer, administrative, office management, and secretarial support. Preparation of office brochure, office procedures manual, annual reports, and camera-ready manuscripts. Other duties include property administrator, key custodian, classified document custodian, and Organizational Computer Security Representative. Assist users with computer-related problems; installation, maintenance, and troubleshooting of computer hardware and software; design, implementation, and generation of various forms; design, development, and maintenance of various databases; retrieval and analysis of space program data; produce presentations involving elaborate graphics; scanning of text and graphics; and creation and maintenance of various web sites.

April 1997 to April 1998

Information Assets Management, Inc.
Los Alamos, New Mexico 87544
Scanning and Data Entry Technician

Convert hard copy documents into electronic images. This process includes scanning the documentation using a variety of scanners and software packages, processing the images into a portable document format (pdf), data entry on the pdf, and quality control on the final product.

SOFTWARE

Databases:	Access, dBase, FileMaker Pro
Graphics:	Canvas, Corel Draw, GraphicConverter, Illustrator, KaleidaGraph, Photoshop, PowerPoint
Operating Systems:	MacOS, Solaris, SunOS, Windows, Windows 95, Windows NT
Scanning	Capture, DeskScan, Exchange, OmniPage Professional, PowerScan, Watermark
Spreadsheets:	Excel, Lotus123
Utilities:	Eudora, Exodus, Fetch, Hijaak Professional, HTML.edit, Meeting Maker, Now Up-To-Date, PageMill, VersaTerm
Word Processors:	Acrobat, MS Word, WordPerfect

EDUCATION

Los Alamos High School, Los Alamos, New Mexico - graduated June 1976

University of New Mexico/Los Alamos - completed courses in Computer Science and Microcomputer Technology - maintained a 4.0/4.0 GPA. Received a Certificate in Microcomputer Technology - May 1998

American Institute, Inc. - dBase IV

CARM - Macintosh Hardware Maintenance and Minor Repair

CompuMaster - Troubleshooting, Maintaining, and Upgrading the Macintosh; Troubleshooting, Maintaining, and Upgrading PCs

Data-Tech Institute - Troubleshooting and Maintaining the IBM-PC

LANL - dBASE III Plus - Beginning and Advanced; Introduction to IBM-PC: Overview

MacAcademy - How to Master the Macintosh Computer

Sun Microsystems - Solaris 1.X System Administration Essentials, Solaris 1.X System Administration

3Com Corporation - 3+ Installation and Administration

ACCOMPLISHMENTS

Nominated for the 1995 and 1997 Los Alamos National Laboratory Distinguished Performance Award. Received the Los Alamos Achievement Award in 1996 and 1998. Received numerous awards for the Los Alamos National Laboratory's Robotics web page http://nis-www.lanl.gov/robot. Nominated for Hartford Quality Award.

Los Alamos National Laboratory Office Skills Assessment Certification
Notary Public for the State of New Mexico
Active Department of Energy Q clearance